

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 02/01/1988	NUMBER 01.03.108
SUBJECT STATE PROPERTY - USE AND REMOVAL FROM STATE OR LEASED BUILDINGS	SUPERSEDES PD-DWA-21.03	
	AUTHORITY MCLA 19.14 et seq.; MCL 791.203	
	ACA STANDARDS NONE	
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POLICY STATEMENT:

To establish rules and guidelines for the use and transportation of state owned property.

POLICY:

- A. No Department or contracted employee shall remove state property from state buildings or grounds unless the removal has been previously authorized in writing by the Director, Bureau Head, Warden or BFS Regional Administrator.
- B. This policy does not include removal of equipment when it is considered to be a part of the normal job activity, such as transporting prisoners, making deliveries, or attending meetings pursuant to job functions.
- C. State-owned property is not to be used for personal use. This includes the use of computers for games and to record personal information.

RB:OPH:01/07/88